

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>



Committed to Equal Opportunity and Reasonable Accommodation

## ENGINEERING ASSOCIATE / SENIOR ENGINEERING ASSOCIATE

(Public Works - Engineering)

**OPENING DATE:** September 6, 2005 (Revised)

**CLOSING DATE:** Open until needs of the City are met. First review of applications will be  
**Friday September 16, 2005 (Revised)** – position may close at that time.

### ANNUAL SALARY RANGE

Eng Associate: \$41,963 - \$56,659

Sr Eng Associate: \$46,326 - \$62,546

This position is FLSA Non-Exempt - eligible for overtime compensation and/or compensatory time.

### MINIMUM QUALIFICATIONS

Engineering Associate: Requires the equivalent to an Associate of Arts Degree from an accredited college or university with major course work in civil engineering, surveying, construction management or a related field, plus two years of increasingly responsible experience performing a variety of technical civil engineering work.

Senior Engineering Associate: In *addition* to the above, two additional years of increasingly responsible experience performing a variety of technical civil engineering plus appropriate NICET certification, EIT or equivalent.

### ADDITIONAL REQUIREMENTS

This position requires possession of, or the ability to obtain, an appropriate Arizona driver's license. If requesting veteran preference, the appropriate DD214 must be attached at the time of application.

### REPRESENTATIVE DUTIES

- Inspect various structures and construction projects in the City right of way for conformance with plans, specifications, and regulations.
- Evaluate and inspect infrastructure improvements, and utility installations and restorations.
- Coordinate construction inspection work with other city departments, utility companies or out side agencies; coordinate and inspect the relocation of public improvements and utilities.
- Manage the design and construction of City projects; determine procedures to be followed in processing, coordinating, scheduling, and supervising projects from the initial stage of completion.
- Assist in the creation or revision of development engineering design criteria.
- Schedule testing of construction materials at the appropriate time and interpret results.
- Respond to and resolve complaints and issues related to dust, mud tracking, and public safety.
- Participate in the review and processing of development projects; review conceptual development plans for public works conditions for approval, review final development plans to assure public works conditions are met prior to approval; review a variety of plans for correctness and compliance with City and other relevant codes, specifications, and details including paving, water and sewer plans.
- Research and maintain pertinent data and production of improvement projects; report contractor's progress, initiate and update files for agreements, funds, and payments.
- Develop and process agreements and contracts for Capital Improvement Projects; review, and prepare and administer contract documents; provide information to the public concerning assigned engineering projects.
- Perform construction management activities on City projects; assume major responsibility for the inspection, testing, and acceptance of large, complex City construction projects to ensure compliance with specifications, plans, codes, and ordinances; prepare pay estimates, initiate change orders, develop progress reports; maintain inspection records and logs; perform basic engineering calculations.
- Supervise and coordinate the construction management activities performed by outside engineering consultants and architects; meet with contractor and/or project managers for project scheduling and coordination; review and process all payment to outside consultants; exercises functional and technical supervision over lower level, and/or temporary staff.
- For the complete job description go to: <http://www.tempe.gov/hrcc/docs>.

### SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 1815

BRG/pmm

## **Engineering Associate/Senior Engineering Associate Supplemental Written Questions**

***Please complete the supplemental questions. Applications returned without the completed supplemental questions will not be given further consideration.***

Each supplemental question focuses on a particular area of responsibility associated with critical job functions of the Engineering Associate/Senior Engineering Associate position. This supplement is designed to allow you an opportunity to highlight your experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

### **DIRECTIONS:**

**Each answer should be typed or written neatly.**

**Along with each response, please include the following when discussing your experience:**

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Overall length of experience in years / months**

1. Please describe your experience with the reading and interpreting of civil engineering plans and specifications. This experience could be for municipalities, state agencies or private developments. Please describe your role and responsibility as it relates to the reading and interpretation of the plans and specifications.
2. Please describe how you interact with diverse groups (contractors, engineers, architects, business owners, and public agency staff) on projects. Please describe your experience of how you helped solve a complex problem on the project by working with the diverse groups described above.
3. Please describe experience of being responsible for multiple projects simultaneously. Please clarify your role and level of participation for these situations.
4. The preferred candidate should have experience with construction inspection, contract administration and final acceptance of the contractor's work on behalf of a public agency in addition to having direct interaction with the public in resolving problems and complaints or responding to inquiries. Please elaborate on your experience in these areas.



# City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

***The City of Tempe Promotes a Drug and Alcohol Free Workplace.***

## DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street Address City State Zip
5. Phone Number: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_
6. Driver's License (Number, State, Class): \_\_\_\_\_
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: Temporary? Regular?  
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:  
\_\_\_\_\_
10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
  - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
  - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**  
\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE**

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

***Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.***

13. Do you have a High School Diploma or a G.E.D.?      Yes      No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	
			Yes    No	
			Yes    No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No

20. **May we contact your current employer if you are considered for hire/promotion?**      Yes      No

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
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Work Performed:	
Reason for Leaving:	

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Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
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Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes No If Yes, provide charges, dates and locations:

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**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

***The City of Tempe does not accept faxed copies of applications.***



# Voluntary Employment Data Record

Completing this form is optional. This information will be filed separately from your application and will not be used for recruitment purposes.

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: Female Male

Disabled: Yes No

**Ethnic Group:**

White

Black

Hispanic

Asian

American Indian

Other

**Age Group:**

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_